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Council of Chairs

University Committees & Organizations

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November 2014 Minutes

USM Council of Chairs

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Council of Chairs
Nov. 21, 2014
Minutes Draft

Present: Stacy Reischman Fletcher, Monty Graham, Sabine Heinhorst, Ann Marie Kinnell, Tom O'Brien, Gwen Pate, Tim Rehner (proxy for Steve Cloud), Karen Reidenbach, Thelma Roberson, Bill Smith, Eric Tribunella, Jeff Wiggins, Tisha Zelner

1.0 Call to Order—Tisha Zelner, Chair

The meeting was called to order.

2.0 Approval of Agenda

Heinhorst moved to approve agenda; Roberson second. Agenda approved with minor corrections.

3.0 Guest Speaker—Richard Mullins

- New initiatives: recruiters need to know what academic departments do. Starting the first week in January—January 6-8—meetings between chairs and admissions personnel will occur. These meetings will be repeated every year.
- Admissions works for us to recruit students to study with faculty.
- USM will join the Common App: 600+ schools on Common App, and we can add supplemental questions. Ole Miss and Mississippi State are not on Common App.
- Admissions will spend 60 to 90 days getting up to speed on social media.
- USM will continue to serve Mississippians, but we also need to seek out-of-state students, including in Houston and Dallas, rapidly growing areas with parents who can afford to pay.
- We will plan to visit every Mississippi high school twice in the fall and once in the spring.
- We will also target suburban New Orleans, Mobile, Birmingham, and Memphis (could move to Nashville).
- Mr. Mullin emphasized that “everyone is welcome in Admissions” and encouraged faculty to bring forward ideas and suggestions.
- The Strategic Enrollment Committee is up and running, with meetings scheduled every two weeks.
- He suggested developing individual recruiting targets for each major.
- He noted that most competitive schools have admissions deadlines in January.
- Admissions has plans to match Ole Miss and Mississippi State Phi Theta Kappa scholarships for community college transfer students.
- Suggestions on recruitment strategies are welcome from academic departments.
- We may need to reconsider full out-of-state tuition waivers for students in bordering states; Oklahoma State’s tiered model is effective.
- Our out-of-state tuition is less than in-state tuition in thirteen states.
- Mobile idea: Admissions might pick a weekend and do pop-up [tailgate?] tent at movie theatre or similar site.
- Admissions has named a liaison for each college.
- Someone from Admissions is at MGCCC every Monday morning: Bethany Seal or Ann Billings.

- He noted that we have a spring class, as well as a fall class, of new students. Admissions still working to increase spring class.
- Hobsons admissions software the major player.
- University Communications planning choose.usm.edu website.
- Mullins is working with UC and photographer on new brochure.
- Admissions should work with departments to assist with production of brochures.
- We will work with recruiters who go to fairs to make sure they are active.
- We will seek help from alumni association to increase volunteers.
- We must get high school counselors to recruit for us; will bring in counselors to campus.
- Council of Chairs will invite Mr. Mullins back in February.

4.0 Approval of Minutes—Eric Tribunella, Secretary

Rehner moved to adopt minutes, O'Brien seconded. The minutes were approved.

5.0 Executive Committee Reports—Tisha Zelner

5.1 Academic Leadership Council: no meeting, so no report

5.2 Executive Committee meeting with Provost

- Academic Integrity Policy proposal under review by University Counsel.
- Final version of chair compensation proposal being prepared. Employee Handbook will be corrected.
- Faculty search process: to be discussed under New Business.
- Graduate recruiting: discuss with Karen Coats.

6.0 Committee Reports, Internal

6.1 Chair Development Committee

6.1.1 American Council on Education (ACE) Leadership Academy for Department Chairs: conference to be held in San Diego in January. Several interested chairs may attend. Read more at <https://www.acenet.edu/leadership/programs/Pages/Leadership-Academy-for-Dept-Chairs.aspx>

6.1.2 Forthcoming "leadership development" section will appear on provost's website.

6.1.3 Academic Impressions (AI) AI Pro service could be useful, <https://www.academicimpressions.com/>. Chairs and other faculty should be encouraged to review materials. Contact Wayne (gary.kelly@usm.edu) for email link.

7.0. Committee Reports, external / Liaisons to university committees

7.1 Committee on the Evaluation of Teaching – Ann Marie Kinnell: meeting set Dec. 2; chair to be elected.

7.2 Faculty Handbook Committee – Tisha Zelner: No report; committee has not met.

7.3 Strategic Planning Council – Tisha Zelner: work proceeding; draft of vision, mission, and values statement is forthcoming. There will be opportunity for feedback, probably in January 2015.

7.4 University Assessment Committee – Susan Hart (by email, supplemented by Ann Marie Kinnell): review of annual assessments underway and are now in second phase of review process. Some programs did not create program objectives for 2013/14, so committee voted to allow a second chance to submit.

8.0 Old Business

- 8.1 Salaries for academic administrators returning to faculty: Reported on in Executive Committee report.
- 8.2 Holiday schedule for Dec. 2014/Jan. 2015: Dec. 22, 2014 and Jan. 2, 2015 are the dates in question. Jan. 2 might be declared a holiday [pending IHL meeting?], but the schedule has not been resolved yet.
- 8.3 Academic withdrawal after the deadline: No report but chairs have been receiving withdrawal requests.

9.0 New Business

9.1 Faculty search process

- Provost received a faculty complaint that faculty not on the search committee should have full access to applications. Prior to the hiring toolkit, many departments allowed access to all faculty.
- Provost's proposed solution: all faculty not on search committees who want to have access to files can sign the confidentiality statement and communicate feedback to the search committee but no one else.
- CoC discussion: The non-SC faculty member can give feedback to committee chair but is not a de facto member of the committee and does not participate in decision about which applicants to bring to campus.
- The hiring toolkit helps, and confidentiality agreement helps remind faculty about their obligations.
- Correspondence with applicants should be limited to the committee chair; SC members should not discuss applicant identities or numbers of applicants with anyone outside the committee.

9.2 Meeting schedule for spring 2015 term: Fridays 12pm-2pm

9.3 Announcements

- Congratulations to Monty Graham for \$11 million grant awarded by the Gulf of Mexico Research Initiative (GoMRI).
- New email system coming soon, Microsoft Office 365. Computers must be running MS Office 2010 Service Pack 2 or Office 2013 Service Pack 1, so please get work orders in soon if your computer needs to update to latest Microsoft Office.

10.0 Adjourn

Heinhorst moved, Kinnell seconded.